

**STATE DRIVING BUSINESSES LICENSURE BOARD**

**Bureau of Occupational Licenses**

**700 West State Street, P.O. Box 83720**

**Boise, ID 83720-0063**

**Board Meeting Minutes of 5/18/2018**

**BOARD MEMBERS PRESENT:** Robert M Fenn - Chair  
Faith Todd  
C Randal Willie  
Theresa A Bradford

**BOARD MEMBERS ABSENT:** Jared Hugh Haustveit

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Admin. Support Manager  
Maurie Ellsworth, General Counsel  
Roger Hales, Naylor and Hales  
Cesley Metcalfe, Technical Records Specialist II  
Lizzie Kukla, Technical Records Specialist I

**OTHERS PRESENT:** Rik Lewis, Director – Arrowhead Driving School  
Tomi Hawkins, Owner – Hawkins Driver Education

The meeting was called to order at 9:01 AM MDT by Robert M Fenn.

**APPROVAL OF MINUTES**

Ms. Bradford made a motion to approve the minutes of April 27, 2018. It was seconded by Ms. Todd. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. The deadline to submit proposed law changes to the Governor's Office is mid-July 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August 2018 for the 2019 Legislative Session.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$74,723.03 as of April 30.

## **OLD BUSINESS**

The Board reviewed the To Do List and gave Bureau staff direction to remove several items that were complete.

## **PROPOSED LAWS & RULES**

Mr. Hales presented the Board with a draft copy of a law change that would reduce the required classroom training from 60 hours to 30 hours, and the behind-the-wheel training from 108 hours to 50 hours, for instructor apprenticeship training programs. The Board had a lengthy discussion.

Ms. Bradford made a motion to: authorize Bureau staff to revise the draft to include additional options for the classroom training; further reduce the behind-the-wheel training for instructor apprenticeship training programs; and submit the Legislative Idea to the Governor's Office with a request for an emergency clause, following review and approval of the draft by the Board Chair. It was seconded by Mr. Willie. Motion carried.

The Board discussed additional rule changes and directed Mr. Hales to bring a draft back to the Board for review during a conference call to be scheduled in August.

## **EXECUTIVE ORDER**

The Board reviewed the draft of the Executive Order response. Ms. Todd made a motion to approve the draft pending final edits and approval by the Board Chair and Ms. Bradford. Once approved, the final version will be submitted to the Lt. Governor's Office. It was seconded by Mr. Willie. Motion carried.

Mr. Fenn left the meeting.

Ms. Todd made a motion to designate Ms. Bradford to act as the Board Chair for the purpose of facilitating the remainder of the meeting in the absence of the Board Chair. It was seconded by Mr. Willie. Motion carried.

## **NEW BUSINESS**

### **PROCESS FOR UPDATING APPRENTICESHIP PROGRAM CURRICULUM**

The Board discussed driving instructor apprenticeship programs and the process for programs to update their curricula. The Board reviewed a form drafted by Bureau staff. Ms. Todd directed Bureau staff to revise the form and adapt it for use to update instructor apprentice training programs as well. It was seconded by Mr. Willie. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from a driving business about how the instructor apprenticeship training program does not make allowance for providers who no longer have a physical classroom. Ms. Todd made a motion for Bureau staff to draft a response and send the response to the correspondent after review by the Board Chair. It was seconded by Mr. Willie. Motion carried.

The Board reviewed correspondence from a driving business asking if there is an apprenticeship training program for instructors who only do the driving portion and not the classroom portion of the curriculum. Ms. Todd made a motion for Bureau staff to draft a response stating that there is currently no program, but the Board is reviewing the laws and rules pertaining to the matter, and to send the response to the correspondent after review by the Board Chair. It was seconded by Mr. Willie. Motion carried.

The Board reviewed correspondence from Nina Saint, director of the Driver Education and Training Administrators, who was seeking representation of private driving schools at an upcoming symposium. Mr. Willie made a motion directing Bureau staff to send a response to Ms. Saint suggesting she contact the Idaho Department of Education, which has driving instructors for both public and private schools. It was seconded by Ms. Todd. Motion carried.

The Board reviewed several requests from driving businesses to update their driver's training curriculum for students. The Board again reviewed a form to update driver's training curricula. Ms. Todd made a motion to approve the form after suggested revisions were made. It was seconded by Mr. Willie. There was no vote. Subsequently, the Board continued discussion on the process to update curricula. Ms. Todd made a motion to approve the form after suggested revisions were made. It was seconded by Mr. Willie. There was no vote. Again, the Board continued discussion on the form to use to update curricula. Ms. Todd made a motion for Bureau staff to work with Ms. Bradford to revise the form and send out to the driving businesses who sent correspondence to update their curricula and to post the form to the website. It was seconded by Mr. Willie. Motion carried.

## **INSTRUCTOR AND APPRENTICE APPLICATION APPROVAL PROCEDURES**

The Board discussed options to avoid conflict of interest when approving applications outside of Board meetings. Mr. Willie made a motion to authorize Mr. Fenn as first contact, Mr. Haustveit as second contact, and Ms. Todd as third contact, as needed, to approve applications to ensure applications are not delayed because of a conflict of interest. It was seconded by Ms. Todd. Motion carried.

## **ELECTIONS**

Mr. Willie made a motion to elect Mr. Haustveit as Board Chair. Ms. Todd made a substitute motion to re-elect Mr. Fenn to serve as the Board Chair. Counsel reminded the Board that Mr. Fenn had already served his two terms. Ms. Todd and Mr. Willie withdrew their respective motions. Ms. Todd made a motion to elect Ms. Bradford to serve as Board Chair. It was seconded by Mr. Willie. Motion carried.

**NEXT MEETING** was scheduled for September 28, 2018 at 9:00 AM MDT.

## **ADJOURNMENT**

Mr. Willie made a motion to adjourn the meeting at 12:17 PM MDT. It was seconded by Ms. Todd. Motion carried.

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Robert M Fenn, Chair

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Faith Todd

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C Randal Willie

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Jared Hugh Haustveit

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Theresa A Bradford

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Tana Cory, Bureau Chief